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ABSTRACT

The Summer Food Program (SFP) is a federally funded program designed to feed needy children during school vacations from May through September. Children may be fed breakfasts, lunches, and suppers, plus two snacks, up to seven days a week. All meals must be served free to all children. The program provides an opportunity to simultaneously improve a child's nutrition when school is out, while distributing more money and jobs in low-income communities. This guide is designed to provide advocates with a briefing in basic program information and a suggested "blueprint" for implementing the SFP at the local level. Specific monitoring steps are listed. (Author/MLF)

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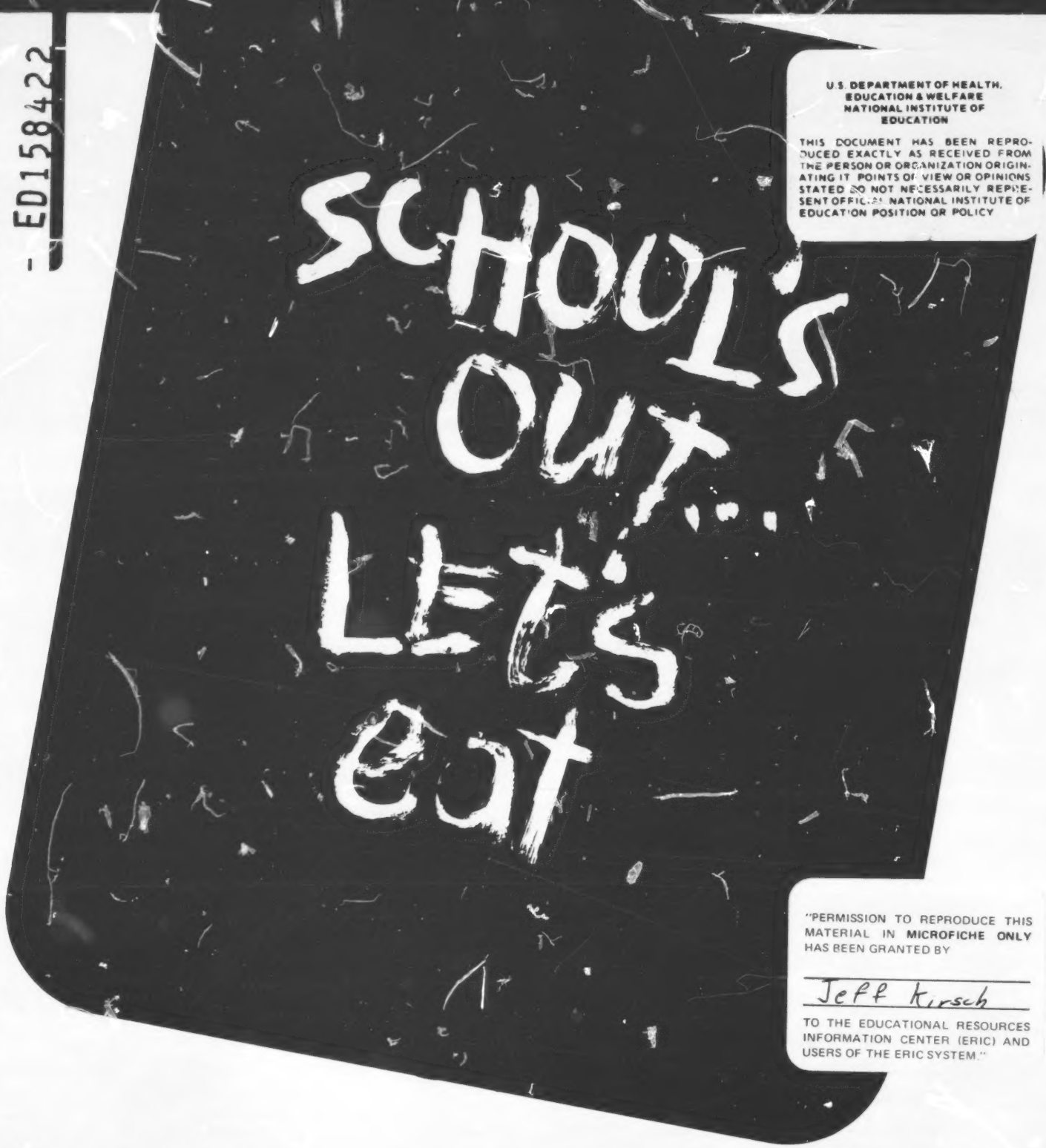

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FRAC'S Guide to Organizing a Summer Food Program

EA 010 851

In Cooperation With the California Nutrition Action Committee

March, 1978
Second Edition

Photograph By Carol Hank

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INTRODUCTION

Major changes have occurred in the Summer Food Program (SFP) since 1977, requiring extensive revision of this Guide, particularly throughout Step #1, pages 4 to 10. On November 10, 1977, the President signed into law Public Law 95-166, designed by Congress both to reform the Program administratively and to continue expanding benefits to the many children who remain hungry during the summer months.

The initial step to expand the SFP began with PL 94-105, signed in October, 1975, which made available unlimited funds for organizing local programs in low-income neighborhoods. However, most communities are still not being served. Last year, 12 million children received free or reduced-price lunches during the school year, but only 2.8 million children were served meals during the summer. Recognizing this large unmet need, Congress included a rural outreach mandate in the new law, requiring USDA and the states of actively seek potential sponsors in rural areas this summer. In spite of the long publishing delay of the final regulations, state agencies must be held accountable by anti-hunger advocates to make the Program both an urban AND a rural benefit to low-income children.

PL 95-166 and the regulations contain a number of other important reforms: state registration of interested food service management companies; a tight Program time schedule preventing unnecessary delays by state agencies; a SFP appeal process; increased advance funds; and far less state discretion in developing its own Program requirements, among other Program reforms. These changes should greatly support your efforts to establish new local Programs.

This Guide is designed to provide advocates with a solid briefing in basic Program information (Step #1) and a suggested "blueprint" for implementing the SFP at the local level. Because it is introductory in nature, it should not be viewed as the definitive source of Program requirements. Check the federal law and regulations carefully. If questions remain, consult with the back-up organizations listed in Appendix J or contact FRAC directly.

In 1978, USDA will be studying the possibility of restructuring the SFP from a per meal reimbursement system to a Program grant basis. At the same time, Congress will be reviewing the entire National School Lunch and Child Nutrition Act and may make minor amendments in the SFP law (which will not affect the summer of 1978). To keep informed of these developments, write to FRAC to be sent legislative mailings and program updates.

Our sincere thanks to Vicky Katayama of the California Nutrition Action Committee (CNAC). "CNAC's Organizing Guide to the SFP" provided the basis for much of the material and format contained in this Guide. Thanks also to the many other activists who have suggested improvements.

Please keep us informed of your efforts and ideas, and don't hestitate to call or write us for assistance.

BREAD & JUSTICE!

Michael S. Sandifer
On behalf of the FRAC staff

Photograph By Carol Rank

STEP #1 LEARN ABOUT THE PROGRAM (OCT.-DEC.)

A. WHAT IS THE SUMMER FOOD PROGRAM?

1. Program Description

The SFP is a federally funded program designed to feed needy children during school vacations, from May through September. Children may be fed breakfasts, lunches and suppers, plus two snacks, up to seven days a week. All meals must be served *free* to all children. It is an "entitlement program": there is always money available for every approved sponsor which applies to feed as many children as it is able to serve. The Program provides an enormous opportunity to simultaneously improve a child's nutrition when school is out, while distributing more money and jobs in low-income communities.

At the national level, the SFP is coordinated by the United States Department of Agriculture (USDA). The Child Care and Summer Programs Division (CCSPD), within USDA's Food and Nutrition Service (FNS), administers SFP operations. Each state has an option to administer its own Program and most states designate a state agency, usually the State Department of Education (SDE), to be responsible. However, in sixteen states*, USDA works directly with local program sponsors through one of seven Food and Nutrition Service Regional Offices (FNSRO). See Appendix D for a complete listing of the administering agency in your state. These agencies must follow program regulations and instructions written by USDA. Unless specifically authorized in the regulations and approved by the FNSRO, a state agency may not impose additional requirements or instructions for Program operations.

At the state level, the SDE or FNSRO, called the "state agency," enters into an agreement with approved sponsoring organizations, called "sponsors." A sponsor is responsible for the meal service at one or more program locations, or "sites," either through on-site food preparation or by contracting with a food service management company. The site enters into an informal agreement with the sponsor for the use of its facilities.

For example, acting as a program sponsor, the local YMCA feeds children at several different locations throughout a city, with one of these sites located at the "Y" itself. Every day, each site feeds 50 children breakfast and lunch. One site is a local church with a kitchen, where salaried community residents prepare the food and supervise the children. After sending in the proper forms and documentation each month, the "Y" is reimbursed by the government for all its expenses.

B. WHO CAN PARTICIPATE?

As part of its application for approval, the sponsoring organization designates one or more sites at which it will serve meals to children.

There are two alternative means of qualifying a site for the SFP:

- with *the geographic method*, the site must be located in a geographic area in which ⅓ of the children are "needy;" OR
- with *the enrollment method*, all children receiving meals must be enrolled or signed up at the specific site, and ⅓ of these children must be "needy." Sponsors using this method may document need through a simple, family size and income statement signed by the parent for each child.

For the purposes of the SFP, "needy" means that a child is eligible for a free or reduced-price school meal. The income guidelines are:

SFP ELIGIBILITY GUIDELINES
(January 1, 1978 to June 30, 1978)

Family Size	Guidelines for Reduced-Price Meals
1	$ 6,120
2	8,050
3	9,970
4	11,880
5	13,630
6	15,380
7	16,980
8	18,580
9	20,030
10	21,470
Each additional family member	+ 1,420

NOTE: These figures are 195% of the poverty level and represent gross income before taxes are deducted. They may be adjusted on July 1, 1978, depending on changes in the Consumer Price Index (CPI).

Once a site is approved for a given area or for an enrolled group, it can serve nutritious free meals to any child under 19 years of age** regardless of their economic situation, and therefore, can reach a much wider range of families who may be burdened by increased living costs. The requirements for sponsors and sites are discussed in greater detail below.

C. WHAT IS A SPONSOR?

A sponsor is any non-profit public or private organization that applies, and is approved, to operate the SFP. A few examples are the local "Y," Urban League, public schools, CAP, community action agency, church, and a local city or town government.

*These states are Arkansas, Georgia, Hawaii, Iowa, Minnesota, Missouri, Montana, Nebraska, New York, North Dakota, Ohio, Oregon, South Carolina, Tennessee, Virginia, and Washington.

**Mentally or physically handicapped persons 19 years of age and above may be served meals if they participate in a public school program for the handicapped.

Some potential sponsors may not want to administer the Program, choosing instead to operate a meal site for another sponsor. In order to be a sponsor, an organization must:

1. Be a private or public non-profit organization — and if private, have tax-exempt status under any section of the Internal Revenue Code of 1954, as amended. This includes residential and day camps.

2. Demonstrate financial and administrative capability and accept final responsibility for program operations. Former sponsors must demonstrate that they ran a successful program in the past. Without prior approval from the state agency a sponsor cannot operate more than 200 sites or feed more than 50,000 children, and a site may not serve more than 300 children.

3. Document need at each meal site utilizing either the geographic or enrollment method (see p. 4).* As long as it can document eligibility, a sponsor has the right to define the geographical area which will be served by its feeding site (a census tract, city block, housing project, village, town, etc.).

4. Meet state and local health and sanitation standards at all meal sites and kitchen facilities.

5. Provide year-round service to the local community, with the exception of camps, and agencies serving either migrant areas or other areas that would not otherwise be served.

6. Complete site information and certification forms, and train site supervisors.

7. Serve food which meets the meal requirements set forth in the regulations. (see p. 22.)

If there is more than one sponsor proposing to establish sites serving the same meals to the same children, the state agency will approve only one sponsor based upon the following priority list:

a. applicants with previous successful Programs or public or non-profit private schools operating a successful food service, (such as school lunch or breakfast).

b. applicants planning to prepare meals on-site or at its own facilities and applicants operating only one site.

c. applicants using school food service facilities.

d. applicants demonstrating the capability to run a successful program.

e. applicants integrating a Program with training or job programs.

Two sponsors are not competing when they feed the same children separate meals. For example, one sponsor serves breakfast only and another serves the same children lunch and an afternoon snack.

*When available data is inadequate, sponsors may use affidavits of school or other local officials stating their estimate of the percentage of eligible children in the area to be served. Unless planning to serve exclusively children attending its accredited courses, summer schools are eligible to participate.

Camps and Day Program Sponsors

- *Residential camps* are treated as a special type of sponsored site (see also p. 10). A camp will only be reimbursed for meals served to a needy child and cannot receive meal reimbursements for every child based upon documentation of ⅓ needy. As opposed to limits placed on other sponsors, camps may serve up to four reimburseable meals, including a snack, to each child (see meal limits, p. 6).
- An organized recreation or cultural *day program* has two options. One, it may be reimbursed for meals served to each child, as if a residential camp, and therefore serve up to four meals, including the snack, or at a minimum three full meals. OR it may document that ⅓ of the participants are needy, as if a regular sponsor, and receive meal reimbursements for all participating children. However, under this latter method, it can only serve up to three meals, including a snack.

D. WHAT IS A "SITE"?

A site is the place where meals are served to children. Sponsors are not required to develop a recreation or cultural program component with the meal service. With prior approval from the state agency, children on a day trip may be served meals.

In order for a site to become a meal program location, it must:

1. Have an organized program to feed children. Food must be served and eaten at the site under the supervision of a responsible person.

2. Be certified by a sponsor and either approved by the local health department or, at least have on file a letter requesting a health inspection. If food is to be prepared on-site, the kitchen facilities must meet local health standards.

3. Have a schedule for meal types, meal times, and an approved menu.

4. Have proper trash removal. (Check early with the local sanitation department to ensure his service.)

5. Have sufficient food delivery and storage arrangements.

6. Have adequate shelter facilities in case of poor weather. Food, however, can be distributed in the middle of a block, if there is adequate shelter nearby for participants.

7. Have access to a telephone in case of meal order changes.

8. Record the number of children in attendance and the number of meals served to children and adult site supervisors. If a site uses the enrollment method of qualifying for the SFP (see p. 4), then it must maintain a daily attendance sheet.

Some examples of sites are: schools, churches, playgrounds, day and over-night camps, community centers and housing projects.

E. WHAT'S FOR BREAKFAST . . . AND LUNCH . . . AND SUPPER?

1. Nutrition Requirements

The SFP has specific meal requirements in order to ensure that children receive adequate nutrition. These requiremens are based upon the Type A meal pattern for all Child Nutrition Programs. The following portions and food types must be served to children at each meal offered.

Breakfast
- Milk — 1 cup
- Fruit or vegetable or fruit juice — ½ cup
- Bread, cereal or equivalent — 1 serving

Supplement (Snack)
A choice of two of the following four components:
- (1) Milk — 1 cup
  OR
- (2) Vegetable/fruit — 1 cup; or as a juice, 8 fluid ounces
  OR
- (3) Bread — 1 serving; or cereal — ¾ cup
  OR
- (4) Meat/meat alternate — 1 ounce

Lunch or Dinner
- Milk — 1 cup
- Meat/meat alternate (eggs, cheese, beans, etc.) — 2 ounces
- Vegetable/fruit — ¾ cup of two or more
- Bread, tortilla, etc. — 1 serving

The portion requirements listed above are for 10 to 12-year-olds and can be adjusted for younger or older children.

Meals must be part of an approved menu cycle, but individual substitutions may be made in the required meal pattern if it is necessary to meet the medical or other special dietary needs of the child and there is a supporting statement from a doctor. Also, with prior approval from the FNSRO, changes may be made in the meal components to fit the ethnic, religious or physical needs of the children. See Appendix C (page 22) for more detailed requirements and a sample weekly menu. Meals served to children under one-year-old must follow the dietary requirements established in the Child Care Food Program (CCFP). This information is available from the state agency.

2. Meal Limits

The new law limits meal service to no more than three meals per day, at least one of which must be a snack. This restriction is not severe. For example, a morning snack, composed of milk and cereal, is almost the equivalent of a full breakfast. A sponsor could then serve a lunch and supper, or a lunch and afternoon snack. Meal limits for camps are described on page 5.

3. Meal Schedule

Meal service is limited to two hours for lunch or supper, and one hour for all other meals, including snacks. Sponsors must allow three hours between the beginning of one meal and the beginning of another. Four hours must elapse between lunch and supper if no afternoon snack is served and supper service may not begin after 6:00 p.m. If sponsors violate these requirements, the state agency can limit the site to only one meal, such as lunch.

The meal schedule restrictions do not apply to residential summer camps. Keeping in mind the limits placed on the number of meals that can be served by a sponsor, adjust this sample schedule to meet your community's needs:

SAMPLE MEAL SCHEDULE

• 8:30 a.m. to 9:30 a.m.	Breakfast (or snack)
• 11:30 a.m. to 1:30 p.m.	Lunch
• 2:30 p.m. to 3:30 p.m.	Snack
• 5:30 p.m. to 7:30 p.m.	Dinner/Supper

F. WHAT ARE THE DIFFERENT TYPES OF MEAL SERVICE?

When planning to set up a Program, sponsors should consider the following three options of preparing and serving meals:

1. On-site and self-preparation

The sponsor cooks, prepares and serves the food at a site that has kitchen facilities, and only needs to contract with a *vendor* for the meal components, such as milk or bread. This method allows for much greater control over food quality, menu flexibility and jobs for area residents. Children respond favorably to the sounds and smells of cooking food, and there tends to be far less food waste and spoilage, a major problem in many areas. Day care centers often prepare food on-site for their children.

2. Catered meals

The sponsor contracts with a commercial food service management company (or caterer) to provide prepackaged, ready-to-eat or "unitized" meals directly to a Program site. The regulations require that catered meals be unitized. These meal providers can range from small community outfits, neighborhood restaurants and non-profit "self-help" caterers, to large multi-site businesses and school districts. There are exceptions to the unitized meal requirement. Snacks need not be prepackaged, so that fruit and milk, for example, may be served as separate components. Also, certain items that aren't easily packaged as a complete unit (like hot and cold foods in the same meal) may be served separately, if prior approval is obtained from the state agency.

3. Other meal service alternatives

A sponsor that operates several sites may contract with a food service company to deliver meals at some of the sites and have on-site preparation at the others; OR, one site with kitchen facilities, such as a school, can act as the meal provider for other "satellite" sites. On-site preparation can also be accomplished using a caterer.

A sponsor has two other alternatives if it wants to prepare its own meals. It can hire a food service manager directly as a short term employee. Or, it can sub-contract the management responsibilities to an individual or company that will direct meal preparation. These arrangements are not subject to the public bid procedures and standard contractual requirements described below.

4. Food service management companies: contracts and registration

Responding to the charge that food management companies were "profiteering" from the SFP, Congress required in PL 95-166 that all food service companies interested in bidding for SFP contracts must register with the state agency by March 15 of each year. The state agency must publicize the registration procedure and make available the standard form by February 1. This form elicits basic background information and capabilities of each company and a copy is sent to USDA. The deadline for registration may be extended if needy children or areas would not otherwise be served.

All contracts worth over $10,000 to provide unitized meals or for a particular meal component, such as milk, must follow a public bidding procedure. For company contracts valued over $100,000, bid and performance bonds are required. Selection of a company other than the lowest bidder must be cleared in advance with the state agency. Also, the contract between a sponsor and the food service company is a standard contract available through the state agency. Check early with the agency to obtain the specific requirements regarding bonds, bidding procedures and sponsor/company contracts. Public institutions, such as public schools, are not subject to these requirements.

G. WHAT MONEY IS AVAILABLE FOR SPONSORS?

1. Meal Reimbursements

The meal reimbursements are the major source of revenue for SFP sponsors and, in most cases, will cover the full cost of the Program. Full reimbursements are paid 45 days after the state agency receives a valid monthly statement of Program expenses, called a "claim," from the sponsor.

A sponsor is entitled to a cash reimbursement for each meal. The reimbursement covers the cost of producing and serving the meal as well as the cost of administering the Program. Each meal type (breakfast, lunch, supper and snack) is assigned a different maximum reimbursement rate.

While most of the reimbursement amount goes toward the cost of the meal, a portion of the total reimbursement is reserved for — and can only be spent on — administrative costs. The following chart breaks down the SFP's reimbursement rates into the two categories: net program and administrative costs.

PROGRAM REIMBURSEMENT RATES CHART

Sponsors receive reimbursements up to the following rate in each cost category:

Meal Type	*Reimbursement Rates*		
	Maximum Net Program Reimbursement	Maximum Administrative Reimbursement	Maximum Total Reimbursement
Breakfast	51.50¢	3.75¢	55.25¢
Lunch/Supper	92.75¢	7.25¢	$1.00
Snack	24.25¢	2.00¢	26.25¢

NOTE: Reimbursement rates are adjusted by USDA on January 1 of each year for the coming summer depending on changes in the Consumer Price Index (CPI).

The sponsor must document both its actual net program costs and its administrative costs and submit a reimbursement claim form to the state agency each Program month. If the cost in a particular category (net program or administrative) is *less* than the maximum rate, then the sponsor is reimbursed for its actual cost. If the cost in a particular category exceeds the rate, then the sponsor is reimbursed up to the maximum rate for the category.*

Example

A sponsor pays 7¢ in administrative costs, plus 94¢ in net program costs, per lunch (a total of $1.01). The maximum reimbursement rates for administrative and net program expenses are 7.25 and 92.75¢, respectively. Since its administrative expense — 7¢ — was below the maximum administrative rate, the sponsor receives money equal to its actual cost per meal, 7¢. On the other hand, because the net program expense — 94¢ — was higher than the rate allowed for this category, the sponsor will only receive reimbursement up to the maximum rate, and must make up the difference itself, in this case 1¢ per lunch. This example, however, is unusual. A sponsor seldom has costs that exceed the maximum rates allowed by USDA. Table 1, below, shows what the maximum rate for each cost category covers.

2. Advance Funds

These funds are intended to help cover net program and administrative expenses during the coming month, since many sponsors do not have the financial reserves to meet these expenses until SFP reimbursements are received. The state agency must provide advance funds, but only if sponsors first file a written request for each monthly advance 30 days before the due dates listed below. If a sponsor requests an advance less than 30 days before these dates, payment must still be made within 30 days of the request. When these funds are advanced or "loaned" to a sponsor, the amount is later deducted from the total meal reimbursement.

Most agencies include a separate section in the application form which must be completed by sponsors requesting June 1 advance funds. Separate advance payment request forms for July 15 and August 15 should be available from the state agency. (Payments are not available to a program running less than 10 days in any month.)

There are two separate types of advance payments for sponsors — administrative and net program — corresponding to the two types of meal reimbursements described above.

- An *advance administrative payment* is paid June 1 and July 15. Each payment is equal to ⅓ of a sponsor's estimated administrative cost for the summer. Therefore payments will total ⅔ of a sponsor's funding needs for organizing and supervising a local SFP.
- An *advance net program payment* is sent to sponsors June 1, July 15 and August 15. Each due date, a sponsor will receive either 100% of its net program expenses for the same month

*Sponsors have the option of foregoing a full reimbursement per meal. Instead, a sponsor may choose to be reimbursed for only the cost of food used in preparing SFP meals. These expenses must be documented and cannot exceed the maximum Net Program Reimbursement Rate. Although cost-of-food reimbursements will not cover administrative, labor and other related costs, this option would mean far less administrative responsibility in meeting Program requirements.

Table 1
DIVISION OF REIMBURSEMENTS INTO NET PROGRAM AND ADMINISTRATIVE COSTS

Maximum Reimbursement Amount		*Services Covered*
Net Program Costs:		
Breakfast	51.50¢	• processing, distributing, transporting, handling and storing of any food purchased for, or donated to, the Program (including the commodity surcharge).
Lunch/Supper	92.75¢	• wages (and payroll taxes) for people directly involved with the meal service.
Snack (each)	24.25¢	• clean-up supplies, paper goods, maintenance and charges for opening the building.
		• minor equipment repairs.
		• site supervisor**
Administrative Costs:		
Breakfast	3.75¢	• salaries (and payroll taxes) for director, assistant director, bookkeeper, monitor and site supervisor; accountant if the program receives over $50,000 in reimbursements.
Lunch/Supper	7.25¢	• rental of office space and/or equipment.
Snack (each)	2.00¢	• office supplies.
		• transportation related to supervising activities.
		• nutrition education

**The designation of the site supervisor's labor costs can be either an administrative or net program expense, but must be determined at the time of a sponsor's application. If there is any question as to which costs fall into which category, check with the state agency or one of the back-up groups listed in Appendix J, page 32.

during the previous summer, OR 65% of its estimated monthly costs if it self-prepares meals, OR 50% of its estimated monthly expenses if it contracts with a food service company, whichever amount is greater.

3. Start-up Funds

The state agency may elect to provide sponsors planning, or "seed," money upon request. If the agency chooses to do this, funds must be available for sponsors two months prior to the local Program's starting date. Money cannot exceed 20% of the estimated administrative expenses for the coming summer. The start-up amount is deducted from the first administrative expense reimbursement or advance payment.

Sample Budget

Below is a sample budget for on-site preparation of 1,000 lunches per day at 10 sites. This program will run for six weeks, five days per week.

For the sample, we have assumed that a local project wants to utilize most of the federal money available, and has budgeted accordingly.

H. WHAT OTHER ASSISTANCE IS AVAILABLE?

The state agency must provide the sponsor with adequate and timely assistance in planning and operating the SFP. Organizers should compare the assistance actually provided or offered with the regulatory requirements for assistance in order to be sure that sponsors are getting all the help available. A sponsor receives:

1. Managerial, Consultative and Technical Aid

This includes help with the application, management plan, menu planning, recordkeeping, training of site personnel, and the end-of-Program audit. This help is largely provided through training sessions for sponsor applicants at convenient locations, as well as through several required sponsor and site visita-

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SAMPLE DAILY BUDGET*

Net Program Costs (per day)

REIMBURSEMENT RATE (1000 lunches x 92.75¢)		$927.50
Food (includes purchase and delivery)	$ .70 per meal x 1,000 lunches =	700.00
Site supervisors (10)	4.50 hr x 2 hrs x 10 site people =	90.00
Cooks (3)	4.50 hr x 3 hrs x 3 cooks =	40.50
Delivery persons (3)	4.50 hr x 2 hrs x 3 people =	27.00
Transportation	Each site receives $7 per day =	70.00
	ACTUAL COST	$927.50
	ADVANCE PAYMENT (65% of est. cost)	−602.88
	REIMBURSEMENT	$324.62

Administrative Costs (per day)

REIMBURSEMENT RATE (1000 lunches x 7.25¢)		$ 72.50
Audit	(below $50,000 requirement) =	00.00
Food Service Director	$5.00 hr x 5 hrs per day =	25.00
Bookkeeper	4.50 hr x 2 hrs per day =	9.00
Monitors (2)	4.50 hr x 3 hrs x people =	27.00
Utilities, paper supplies, mileage, insurance	5.50 per day =	10.50
	ACTUAL COST	$ 71.50
	ADVANCE PAYMENT (33% of est. cost)	− 23.00
	REIMBURSEMENT	$ 48.50

[Remember, the sponsor is reimbursed at the maximum rate or the cost, whichever is less.]

TOTAL REIMBURSEMENT	$999.00
TOTAL ADVANCE	−625.88
ACTUAL REIMBURSEMENT	$373.12

*To keep expenses down, utilize volunteers, CETA employees, VISTA's or personnel paid by other agencies when possible, as is done for the position of site supervisor in many programs. Administrative costs must be directly related to the food service operation and include planning the Program and fulfilling end-of-Program tasks.

tions or reviews during the Program period. Copies of all site and sponsor review and inspection reports, before and during Program operations, must be left with the sponsor at the time of review. Sponsors must also be given an opportunity to correct violations.

2. Commodities

USDA offers the state agency agricultural commodities, valued at 1.5¢ per meal, for distribution to eligible sponsors. Food will be donated only to sponsors which have contracts with a school food service or which self-prepare meals. This assistance is available in addition to the Program's regular cash reimbursements. Some examples of commodities are butter, turkey, beef, frozen and canned fruits and vegetables.

In most states, a separate agency administers the distribution of commodities. The SFP state agency gives the commodity agency a list of sponsors eligible to receive commodities during the summer; it is usually the sponsor's responsibility to arrange orders, delivery schedules and other pertinent matters. In addition, the sponsor must pay for shipping costs to and from the food preparation facility plus a surcharge (generally a small percentage of the wholesale value of the order). Shipping and surcharge costs are considered net program expenses.

3. Residential Camps

Because Congress limited SFP reimbursements for residential camps to individual needy children, rather than applying the "⅓ needy formula," camps may want to explore alternative financial support for their programs through the "Commodity for Institutions" Program.* There are several advantages to this option: less "red tape" than the SFP; the value of the donated commodities does not have a 1.5¢ ceiling per meal and is, therefore, worth far more; and the entire camp population can benefit (rather than just needy children). Camps participating in either the SFP or the Commodity Program may also receive reimbursements under the Special Milk Program, at 6¢ for every ½ pint served. Check with the state agency for information on these programs.

4. Right to Appeal

Each state agency must establish a procedure to protect sponsors and food service management companies from arbitrary or unfair administrative decisions. These protections include advance written notice of adverse actions (such as denial of participation, cutbacks in advance payments or reimbursements, etc.), and the right to appeal such decisions before an impartial official.

A hearing request must be made within two weeks of receiving a notice of adverse action; the hearing must be held within two weeks of the request; and a decision must be made within three days of the hearing and sent by certified mail to the appellant. In addition, all administrative records regarding the original decision must be available to the appellant for review before the scheduled hearing.

*These commodity programs were authorized under §32, §709 and §416 of the Agriculture Adjustment Act of 1935.

STEP #2 Contact the State Agency and Other Professionals (December)

Now that you have learned the basic facts about the Program, you are ready to begin the activities described in the following steps. The remainder of this Guide outlines a strategy for you to use in locating potential sponsors and in helping them to extend SFP benefits to needy children in your community. The suggested tasks in each step are designed to help you develop your own local outreach strategy.

It is important to meet with the state agency's SFP director for information and materials on the SFP and to discuss the state agency's efforts to expand the Program.

Try to find a nutritionist willing to assist sponsors in menu planning. Most public school districts and universities (such as the Cooperative Extension Service) have a nutritionist on staff. The state agency should also have a listing of nutritionists trained to work with sponsors.

It is also helpful to contact a local legal aid attorney and an accountant to provide additional assistance to new sponsors.

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STEP #3 ESTIMATE THE NEED IN YOUR AREA (DEC.-JAN.)

This step and step #4 are part of a fact gathering process. It is important to assess the need for the SFP by finding out: the number and location of needy children in your area (city, county, state or local community); the degree to which they were served last summer; and the resources available to expand the Program.

Begin early to involve concerned individuals, agencies and community groups in compiling the necessary data. The purpose of this data collection is to narrow down the eligible areas in which you will concentrate on locating potential sponsors and sites. If you know at least a few areas which were not served last year, contact some of the organizations that may be interested in sponsoring a SFP and have them work with you in collecting the necessary information. Simultaneously, it would be useful to set up a SFP Committee, composed of your initial contacts, to help with the follow-up work that is described below.

A. Locating the Need

To find out about last year's Program and the need for expansion this year — including the number of needy children and precisely where they are located — utilize the sources listed below to obtain the following information:

1. *State Agency:* the number of children served last year; the meal types offered at each site; the location and number of last year's sites; the names and addresses of last year's sponsors (including a list of summer camps); and the Program Management Plan.

2. *Schools:* the number of children eligible or participating in the free and reduced-price school meal program, as well as the school district's maps.

3. *Welfare Department or Department of Social Services:* the number of families receiving Aid to Families with Dependent Children (AFDC) and/or receiving Food Stamp Program benefits.

4. *Public Library:* census tract data. This information is particularly useful in demonstrating site eligibility. See Appendix E for a method of applying this data for SFP purposes.

5. *Local Government Planning Office:* poverty maps and/or statistical information.

6. *Model Cities, State Commerce or Labor Departments, CAP Agencies, Economic Opportunity Councils:* statistics on low-income areas.

7. *Telephone book:* If you live in a rural area, this may be your only source to obtain listings of community service agencies, churches and other organizations which might help you to locate potential new sponsors and sites.

B. Mapping Your Target Area

To target the areas on which to concentrate your efforts:

1. Pick up a city block map, census tract map or zoning map. (Source: the local planning department, welfare department, model cities office, or public school district.)

2. From the statistics gathered above, shade in those areas on the map which have the highest poverty population.

3. Locate and plot all those sites which existed last summer. (Source: state agency.)*

4. Decide on which are the most needy areas not reached by a SFP and begin to plan how to serve them. Because some sponsors drop out of the Program, try to find out which do not plan to participate this year. (Source: state agency.)

In deciding where to focus your efforts, keep in mind the resources available to help you achieve your goals and the different approaches which may be needed. Different problems demand different solutions.

Covering a small geographic area gives you the opportunity to develop a more substantial relationship with the interested organizations.

Covering a large rural area requires more in-depth knowledge of potential problems. Interested organizations who want to reach children in these areas will need to pay early attention to several logistical problems: finding good vendors willing to transport food long distances; renting refrigerated trucks; locating on-site cooking facilities which meet health department standards; and determining site eligibility (see Appendix E, page 26).

* The point is not to replace previous sponsors with new ones but to narrow down needy areas to those which have not been served in the past.

Photograph By Steve Cagan

STEP #4 CONTACT NEW AND OLD SPONSORS (JAN.-FEB.)

After using the information collected in Step #3, locate the areas which need concentrated work to expand the SFP. You and the SFP Committee should develop sufficient SFP material and assign enough people to be responsible for locating potential sponsors in those designated areas.

Begin by canvassing your target areas. Develop a contact list to assist you in reaching all potential sponsors and ensuring follow-up with them. The list could look something like this:

NAME	ADDRESS	PHONE	DATE CONTACTED	RESPONSE

1. Send a one-page mailing (see sample mailing, Appendix F, page 28) to potential sponsors with a brief explanation of the Program and a phone number where they can reach you for further information. In addition to basic facts about the Program, the mailing should highlight the importance of the Program, thus encouraging potential sponsors. The direct mail effort should point out that:

   — needy children can be fed all summer long;

   — the SFP generates many different kinds of jobs for local residents (site supervisors, monitors, cooks, kitchen helpers, and drivers) and adds another service to the community;

   — minority vendors can be utilized to provide meals;

   — the SFP can be a complement to other existing programs;

   — a well-run Program generates favorable publicity;

   — the SFP is adaptable to your community's needs, and a sponsor receives money in advance to cover up to ⅔ of the Program's expenses, with the remainder 45 days after submission of claims; and

   — particularly with regard to camps, an increase in funds for food allows camps to offer scholarships to more disadvantaged children than would otherwise be possible.

2. Two weeks after the mailing, contact the sponsors by phone. Tell them you will have a meeting to talk about the need for the SFP in their area, and to discuss the first steps in planning for the coming summer.

Use the media to publicize the need for sponsors and to inform parents about the availability of the Program for their children. Newspapers, radio and T.V. stations can be extremely effective in reaching both potential sponsors and children, particularly in large areas where more personal contact is difficult. Ask your local newspapers, radio and T.V. stations for their *public service announcement* policies and ask their Public Service Director to assist you in preparing your SFP message. Plan your announcement at least four weeks in advance so that sufficient time is allocated for writing, distributing and scheduling the messages. Since the media may be reluctant to help twice, don't seek to reach children in March, for example, when you will really need publicity in May.

Use the different services offered by your local stations. In addition to *public service announcements* the following services may be available: *community calendars* — which are announcements listing details of special events of community interest; and *public affairs programs* — which are interviews providing in-depth analyses of community issues.

Select stations or newspapers which serve the audience you want to reach. Although your audience is likely to be the low-income community, favorable publicity to the public-at-large may help to generate broad community support for SFP expansion. One method of developing favorable publicity is to contact sympathetic reporters covering the "poverty beat." They may be willing to write or broadcast a story that profiles your SFP committee's implementation efforts.

Photograph By Steve Cagan

STEP 5 Set Up a Planning Meeting (March)

The SFP Committee should call a meeting of all past and potential sponsors in your area. Bring with you the list of potential sponsors and sites developed in step #3 and step #4. You should have sufficient copies of explanatory SFP materials to give to potential sponsors. These SFP materials might include: a copy of this guide; informational pamphlets and forms prepared by the state agency or an anti-hunger group; and fact sheets that you developed based on unique local conditions.

The purpose of the meeting is threefold: 1) to enlarge the SFP committee so that more groups and individuals are involved in the development of a strategy to expand the Program; 2) to determine which groups are interested in becoming SFP sponsors so that the Committee's energies can be focused on helping them to plan their program; and 3) to learn what additional organizing is necessary to ensure that *all* low-income areas participate in the Program.

The meeting should cover the following:

- an explanation of the Program;
- a report about the need to expand the SFP and the research work that has already been undertaken;
- an analysis of last year's sites and the areas that still need the Program;
- a determination of which groups might serve as additional sponsors, which sites should re-program locations and which vendors are the most reputable;
- a discussion of potential SFP problems, including transportation obstacles, difficulties with state administrators and SFP financial concerns; and
- a decision about the follow-up work that should be undertaken.

* * * *

Try to keep the meeting short. Plan a date and time when you can meet again so that work can be done to organize the workshop explained in step #6.

STEP 6 Have a Pre-Program Workshop (early April)

The Committee should plan a workshop — or several workshops in large geographic areas — for sponsors who plan to participate in the SFP. The meeting should focus on current information, necessary procedures which must be followed to participate, and potential problems that may occur. This workshop will enable sponsors to learn about the details of the Program early, in a relaxed atmosphere, and will help them prepare a list of questions for the forthcoming state agency training workshop.

Because of the need to solicit their support and assistance *early* in the planning process, plan to include an attorney, an accountant, and a nutritionist at the meeting.

The following should be covered at the pre-program workshop:

- a discussion of the Program's regulations, particularly changes in the previous year's regulatory provisions;
- a description of the meals that can be provided — including an analysis of the advantages of on-site food preparation vis-a-vis catered food delivery — plus a discussion of the types of food that are pleasing to children from different ethnic communities;
- an explanation of how nutrition education can be incorporated into the SFP's services;
- a discussion of the methods that can be used to demonstrate site eligibility, and an explanation of the need to gather eligibility information as quickly as possible; and
- a report about the problems that occurred in last year's SFP with an analysis of the remedies to these problems;
- questions and answers.

During the workshop, informational materials about the Program should be distributed. Additionally, an assessment about the efforts to cover all needy communities with the SFP should be made, and a SFP hotline — which can serve sponsors and sites, as well as aid in outreach efforts — should be developed (see Step #8).

STEP #7 Help Sponsors with Program Requirements (March-July)

By February 1 each year, the state agency should have received its copies of USDA's handbook and audit guides for sponsors. Be sure to obtain the current handbooks, so that you — and the SFP Committee — will be prepared to help sponsors fill out forms, train staff and develop monitoring procedures. Additionally, make available and distribute a list of other resources that sponsors can contact to obtain assistance.

Sponsors should make sure that each of the following preparatory steps have been taken prior to initiation of the Program:

- evaluating area need and eligibility, and determining the estimated scope of the Program (estimated average daily attendance);
- obtaining and submitting an SFP application before the deadline and checking on the availability of federally-donated commodities;
- preparing a request for an advance administrative and net program payment;
- informing the local community about the Program;
- coordinating with other sponsors so as to prevent duplication of sites (and, where helpful, developing cooperative wholesale food buying agreements so that produce can be purchased as cheaply as possible);
- securing Board of Directors' approval to accept financial and administrative responsibility for the Program (and maintaining a copy of the Board meeting minutes as documentation);
- working out all arrangements for site selection, including the provision of necessary information and training for site managers about their responsibilities in operating the Program (the sponsor, not the site, is responsible to the state agency for the smooth functioning of the SFP);
- preparing a budget*, and writing a Program Management Plan (if a sponsor will receive over $50,000 in SFP reimbursements — serving about 1300 children per day — it must submit with the application a letter of engagement with an independent auditing firm);
- determining how food will be prepared; setting standards for meal variety and quality; contacting vendors and wholesalers; and making a public announcement in local newspapers requesting submission of bids from vendors; and
- ensuring compliance with local health and sanitation standards.

In addition, you should prepare and distribute the list of local registered food service management companies for meal contract and of local food wholesalers for on-site preparation programs (ask restaurants, food coops, school district food service personnel where they buy).

Attend sponsor bid openings in order to monitor bid procedure compliance.

Don't forget to check if all your target areas are being served. If not, check your contact list to determine whether other potential sponsors are interested in covering those target areas.

State agencies must accept applications after the deadline if needy children would not otherwise be served.

*It is strongly recommended that sponsors involve the bookkeepers they intend to use to assist in this portion of Program planning, so that the financial records will be acceptable to USDA and the state agency.

Photograph By Steve Cagan

STEP 8 Establish a SFP Hotline (April-May)

This step outlines a method of publicizing Program benefits to the community in order to increase the number of children participatng in the SFP.

1. The Committee should ask sponsors to submit their list of sites and locations, the meal type schedule, the phone number, site supervisor's name and the length of Program operations.

Locate an agency willing to act as an information clearinghouse when parents call to find out the nearest site for their child. The local League of Women Voters, City Recreation Department, Council of Churches, Junior Chamber of Commerce (Jaycees), Council of Community Services, Welfare Department, and the local "Y" are examples of agencies that may be interested. In addition, the Welfare Department should be approached, since they have direct communication lines to many needy children. Ask the Department to send a notice with the May and June public assistance checks and food stamp ATP cards announcing the Program. The following is a sample notice:

> YOUR CHILD (18 OR UNDER) IS ELIGIBLE FOR FREE MEALS THIS SUMMER. THIS IS A FEDERALLY FUNDED PROGRAM TO PROVIDE NUTRITIOUS MEALS TO CHILDREN DURING THE SUMMER MONTHS. TO FIND OUT WHERE YOUR CHILD CAN RECEIVE A MEAL, CALL [Hotline phone number].

2. Meet with the director of the agency which has agreed to conduct the Hotline and explain how the Hotline should operate. As the summer approaches, provide her/him with a list of sites and site information categorized by zip code. When parents call the agency, they can be informed of the sites based upon their zip codes. The list maintained by the Hotline might look something like this:

3. Post attractive signs describing the Program (including SFP Hotline phone number) at the Welfare Department, post office, supermarkets, laundromats, clinics, hospitals, and other useful locations (see Appendix G, page 29, for a sample poster). Get the media to announce the Hotline phone number and local churches to include notices in their church bulletins and to make announcements during weekend services.

Photograph By Carol Rank

HOTLINE LIST

ZIP	NAME SITE	CONTACT	ADDRESS	PHONE	PROGRAM PERIOD	MEALS
94109	Calliope HS	Ms. Alvarez	Bay & Van Ness	292-9140	7/01 to 8/01	lunch
94110	St. Anthony	Mr. Grey	Main & Jackson	495-2378	6/26 to 9/01	breakfast, snack, lunch
94116	King Projects	Ms. Brown	22nd & Arkansas	495-2988	6/14 to 7/21	lunch snack supper

STEP 9 Organize Summer Activities (late July-late Sept.)

Once the SFP is in operation, you should be prepared to assist sponsors in coping with problems that arise, and in helping them to run effective Programs. Monitoring the SFP is an important part of your task as an organizer. Visiting sponsors and sites throughout the summer will help you to better plan for next year's Program and to maintain an ongoing relationship with the sponsoring organizations. Photographs of the children taken during your visits can be used in your media campaign next year.

In addition to this general continued involvement during the summer, three specific projects should be undertaken by the SFP Committee to improve the Program.

1. Midsummer Workshop (late July)

Plan to have a workshop where sponsors can get together to share ideas, experiences and problems. You may be able to improve Program operations for the remainder of the summer, and you will have a chance to correct — or to prevent problems — before they become unmanageable.

2. Evaluation Questionnaire (August)

Prepare a questionnaire to evaluate the Program. (See Appendix H, for sample questionnaire.) Notify sponsors about the end-of-Program workshop scheduled in late September, and solicit their ideas about issues they would like to have discussed. Use the questionnaire responses as a basis for documenting changes that should be made by the state agency next summer.

3. Evaluation Workshop (late September)

An evaluation workshop will help to prepare for next summer. Sponsors should invite their site personnel. The information developed through the questionnaire and the monitoring process conducted during the summer will provide a basis for determining the subject matters to be discussed in the workshop. This workshop can also be used to form a year-around coalition of groups interested in the SFP.

STEP 10 Anticipate Problems and Work on Solutions During the Summer (May 15-Sept. 15)

The problem areas listed below are merely a general guide. Try to determine what specific problems occurred in your area last summer, and how they were resolved. In addition to alerting sponsors of these possible problems during the initial workshop, the SFP Committee should maintain regular contact with sponsors throughout the summer and help them when problems arise.

PROBLEMS	SUGGESTIONS
1. Late receipt of application and handbooks	Call the state agency early to make sure that the material will be available by Feb. 1. Send to the agency your sponsor list for inclusion on the state's mailing list.
2. Lateness and over-estimation of advance funds	Begin calling the agency two weeks before the deadline date to check when payments will be sent. Be aware that Program attendance drops off in August, so adjust advance payment requests accordingly.
3. Inclusion of site supervisor labor costs in the reimbursement structure	These costs can be included as either labor or administrative expenses. Put this expense in the category that is below the maximum reimbursement rate, if any.
4. Difficulties in obtaining reimbursements for second portions of food	Legally children can receive seconds. To qualify for reimbursement, a *complete meal* (even for second portions) must be provided. USDA's Handbook gives examples of complete meals for 10-12 years old. Proportionate reductions in meals can be made for younger children.
5. CPA auditing expenses	Try to find an accountant who will donate services. Push the state agency to conduct the audit itself.

PROBLEMS	SUGGESTIONS
6. An agency is awarded exclusive sponsorship over an area and a new applicant sponsor, therefore, is having difficulty getting approval to run the Program.	Selection of a sponsor must follow the competitive sponsor criteria (see p. 5). Show that the new sponsor will establish sites that will reach children not served previously.
7. Only one meal type is being offered by a sponsor	Encourage sponsors to provide other meals. If unsuccessful, find another sponsor who will provide those other meals. It is possible to have two different sponsors in the same area providing different meals.
8. The state agency is requiring the implementation of a recreation or cultural program before a sponsor is deemed eligible to operate the program.	Without prior, written approval from the FNSRO, the state agency may not impose its own requirements in addition to those outlined in the federal regulations. If a state policy is questionable, check with the FNSRO to see if it has been approved. Also, don't forget to use the hearing process when the state agency does not respond promptly and satisfactorily to a sponsor complaint.
9. The state agency loses application form	Send application by certified mail, return receipt requested. Call one week after sending the application to be sure that the application is getting prompt attention.
10. The state agency mandates Program menus, and ethnic food variety is not allowed	Devise your own menus and send them in early for approval by the state agency. A standard menu cycle may not be imposed.
11. Reimbursement rates not enough to hire staff	Obtain other sources of funds, including CETA, On-the-Job Training (OJT), Summer Youth Job Program (manpower funds).

PROBLEMS	SUGGESTIONS
12. Documentation difficult for sites serving migrants due to changing residency	Use area need or the enrolled children method. This latter method permits sponsors to determine site eligibility based on documentation that ⅓ of the children actually attending the meal site, have family incomes below 195% of the federal Poverty Level. See also Census Formula, Appendix E.
13. Camp runs several sessions and wishes reimbursements for each session	Camps must submit documentation to state agency 14 days before next session begins.
14. Sponsor-Food Service Company Problems.	The standard company contract sets out rights and responsibilities. Sponsors should make sure that their site personnel are aware of these rights — such as the right to refuse delivery of food not meeting specifications, and the payment of penalties by the company nonperformance.
15. Complaints	State agencies must investigate all complaints and document findings, and must take prompt action. USDA can also be called in. Sponsors have a right to a fair hearing.
16. Reimbursement and advance payments are too low or too slow.	File for a fair hearing immediately if the reimbursement amount is questionable. Reimbursements must be sent within 45 days after receipt of a valid claim.

Courtesy of Marillac House

Monitor the SFP

Monitoring is the process of observing the implementation of the SFP at the state or local level to ensure that it runs well. It involves comparing the actual program operation with stated objectives, regulations, and the law.

Throughout this Guide, we have indicated specific monitoring steps which are designed to increase the impact of your organizing. Appendix I contains a list of specific Program areas to check for possible problems. To make the monitoring process effective, you will need to visit many different kinds of sites, sponsors and vendors and to initiate discussions and meetings with state agency personnel.

The state agency, sponsors, and sites are each required to conduct certain monitoring tasks themselves. Your major task is to ensure that their efforts are effective. The major aspects of the Program to examine are:

1. Quality of food: Do the meals meet the requirements? Do menus vary? Do the kids enjoy the meals?

2. State agency's Program Management and Administration Plan: Does the actual implementation of the Program meet the stated objectives?

3. State agency's monitoring activities: How often are sponsors, sites and vendors visited? Is there thorough and prompt action taken with regard to complaints?

4. Outreach efforts: Have all the needy areas been reached? Have all the needy youngsters in areas served been reached? What practices of the state agency actually discourage potential sponsors from participating?

Your answers to these and other questions will provide the basis for suggestions to improve the Program next year.

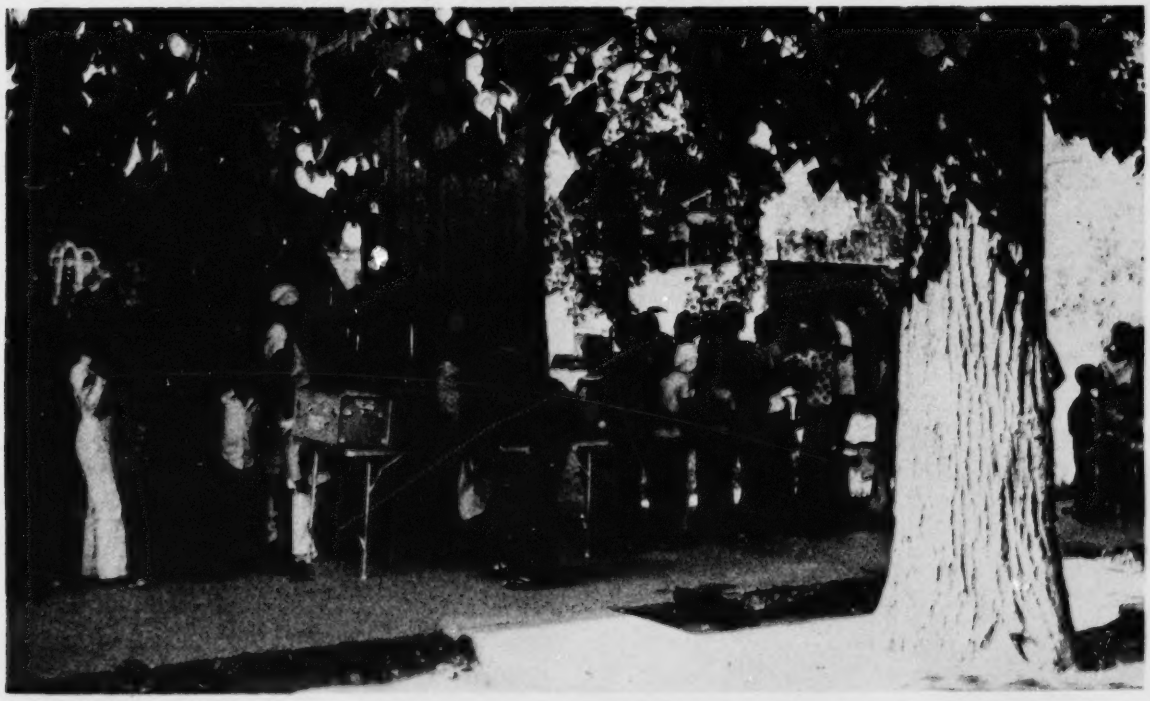
Photograph By Carol Rank

Appendices

Appendix A
SFP Information and Sources

INFORMATION	SOURCE
1. PL 95-166, November 10, 1977 Amendments to the National School Lunch Act and Child Nutrition Act of 1966	1. Federal Representative; Legal Aid
2. a. Proposed USDA regulations b. Final regulations c. State regulations	2. a. 1/31/78 and 2/03/78, published in Federal Register b. March 28, 1978 - Federal Register c. State agency
3. Sponsor handbooks a. catered and on-site preparation programs b. site handbook	3. State Agency/USDA (should be available by February 1)
4. State agency handbook; summer operational memos, especially Financial Management-Service Institutions For Summer Programs	4. USDA
5. Prior summer's state evaluation report and list/ printout of prior year's sponsors and site locations; state program funds use report (in Nov.); list of nutritionists available to help sponsors	5. State agency
6. Application forms; audit guide; site information sheet; sponsor/vendor contract; sponsor training schedule; menu and bid requirements; competing sponsors policy; Child Care Meal requirements for one year olds; nondiscrimination and free meal policy; vendor requirements; newsletters; commodities; advance funds Payment Request form	6. State agency
7. State Program and Administration Plan	7. State agency
8. Kitchen facility and site standards, certification requirements	8. Local health department
9. CNI Newsletter, CNAC Guide, CF Summer Feeding Bulletin	9. Appendix J
10. IRS Employee tax information and nonprofit forms	10. Appendix J
11. Federal Representatives	11. Appendix J

NOTE: Use last year's information solely as a guide since it is out of date.



Courtesy of Marillac House

Appendix B

SFP Calendar

USDA releases to state agency first part of funds for program administration of upcoming summer	October 1
State agency notification to USDA of intent to run program upcoming summer	November 1
Proposed federal regulations issued	November 1
State agency reports funds used during the previous summer to USDA	November 30
Final federal regulations issued	January 1
Update of gross income eligibility levels for 195% of the poverty line	July 1
Update of meal reimbursement rates	January 1
USDA makes available program guidelines, applications and handbooks to sponsors and state agencies	February 1
State agency sends notice and registration information to food service management companies that participated in prior summer and publicizes need to register for all interested companies	February 1
Length of time for Governor's Office to approve state agency summer program plan, usually filed before mailing to USDA	45 days
State agency submits to USDA proposed summer program plan	February 15
Deadline for food service management company registration and State agency publicizes program, targeting rural areas	March 15
State agency submits to USDA registration information and USDA sends 1% health inspection funds to each state	April 15
Sponsors submit application	by State agency deadline or 30 days before program is to begin
State agency decision on sponsor applications and food service management company registration	30 days after receipt, unless approved for an extension by FNSRO
Availability of start-up funds to approved sponsors	two months prior to beginning program
Sponsor request for net program and administrative advance funds	30 days before respective due dates
FNSRO evaluation of estimated program funding levels in each state	30 days after sponsor application deadline set by state
Public announcement by sponsor of proposed contract prior to opening of bids and notice to state agency of date and location of bid opening	14 days
Prior notification to SFP contract bidders of date and location of bid opening	5 days
State agency submits to state commodity division list of eligible sponsors. Eligible sponsors receive information on commodities	June 1
Advance net program payment due dates	June 1, July 15, August 15
Advance administrative payment due dates	June 1, July 15
Camps submit eligibility documentation	14 days before each session
Sponsors submit reimbursement claims	monthly: no later than the 10th of the month following the month covered; final claim within 30 days after end of program operations.
Deadline for reimbursement to sponsors after receipt of valid claim	45 days
Establishment of fair hearing date	two weeks after receipt of request
Fair hearing decision	3 days after hearing
Program audits	end of program
State agency submits to USDA information on scope of program within the state	September 30
Minimum length of time for sponsors, vendors, state agency to keep records of SFP operation	three years

Appendix C

RULES AND REGULATIONS

§ 225.10 Food service requirements.

(a) Except as otherwise provided in this section and any appendices to this part, each meal served in the Program shall contain, as a minimum, the indicated food components:

(1) A breakfast shall contain:

(i) One-half pint (1 cup) of milk as a beverage or on cereal or used in part for each purpose,

(ii) One-half cup serving of fruit or vegetable, or both, or full-strength fruit or vegetable juice, and

(iii) One slice of whole-grain or enriched bread; or an equivalent quantity of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour; or ¾ cup (volume) or 1 ounce (weight), whichever is less, of whole-grain or enriched or fortified cereal, or an equivalent quantity of any combination of these foods.

(2) A lunch or supper shall contain:

(i) One-half pint (1 cup) of milk as a beverage,

(ii) Two ounces (edible portion as served) of cooked lean meat, poultry, or fish; or 2 ounces of cheese; or one egg; or ½ cup of cooked dry beans or peas; or 4 tablespoons of peanut butter; or an equivalent quantity of any combination of the above-listed foods. To be counted in meeting this requirement, these foods must be served as a main dish or in a main dish and one other menu item,

(iii) A three-fourths cup serving consisting of two or more vegetables or fruit, or both. Full-strength vegetable or fruit juice may be counted to meet not more than one-fourth cup of this requirement,

(iv) One slice of whole-grain or enriched bread, or an equivalent quantity of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour.

(3) Supplemental food shall contain two of the following four components:

(i) One-half pint (1 cup) of milk,

(ii) One ounce of meat or meat alternate,

(iii) Eight fluid ounces of full strength fruit or vegetable juice (juices shall not be served when milk is served) or one cup of fruit or vegetable,

(iv) One slice of whole-grain or enriched bread, or an equivalent quantity of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour; or three-fourths cup (volume) or one ounce (weight), whichever is less, of whole-grain or enriched or fortified cereal, or an equivalent quantity of any combination of these foods.

(b) The quantities of food specified in subparagraphs (1) and (2) of paragraph (a) of this section are approximate amounts of food to serve 10 to 12 year-old boys and girls. Greater or lesser amounts of these foods may be served if participating children are older or younger and if the sponsor can demonstrate to the satisfaction of the State agency that it has the capability of controlling portion size so as to ensure that variations in portion size are in accordance with the age levels of the children served.

(c) If emergency conditions prevent a sponsor normally having a supply of milk from temporarily obtaining delivery, the State agency may approve the service of breakfast, lunches, suppers, or supplemental food without milk during the emergency period.

(d) The inability of a sponsor to obtain a supply of milk on a continuing basis shall not bar it from participation in the Program. In such cases the State agency may approve the service of meals without milk, provided that an equivalent amount of canned, whole dry, or nonfat dry milk is used in the preparation of the components of all meals. In addition, the State agency may approve the use of nonfat dry milk by camps in meals served to children participating in camp-sponsored activities which make the service of fluid milk impracticable. Such authorization shall stipulate that nonfat dry milk be reconstituted at normal dilution and under sanitary conditions consistent with State and local health regulations.

(e) In American Samoa, Guam, Puerto Rico, the Virgin Islands of the United States, the Trust Territory of the Pacific Islands and the Northern Mariana Islands, the following variations from the meal requirements are authorized: A serving of a starchy vegetable, such as ufi, tanniers, yams, plaintains, sweet potatoes, or a serving of enriched rice or enriched or whole-grain cereal products such as macaroni, dumplings or noodles may be substituted for the bread requirement.

(f) Substitutions may be made by sponsors in paragraph (a) of this section if individual participating children are unable, because of medical or other special dietary needs, to consume such food. Such substitutions shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods. Such statements shall be kept on file by the sponsor.

(g) FNS may approve variations in the food components of the meals on an experimental or a continuing basis for any sponsor where there is evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs.

(h) Sponsors approved to serve children under 1 year of age shall be required to comply with the applicable meal patterns contained in the Child Care Food Program regulations (7 CFR Part 226).

Appendix C (cont'd)

Sample Menus

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sample Breakfast Menus	Orange Slices Toast/Butter Milk	Oatmeal Bread Milk Apple	Ready-to-eat Cereal Cinnamon Toast Milk Pear	Orange Juice Scrambled Eggs Toast/butter Milk	Pork Bow Milk Banana slices
Sample Snack Menus	Orange Juice Flour tortilla with butter	Chinese Almond Pudding w/fruit Milk	Apple Juice Celery Sticks w/peanut butter Carrot bread	Raisin Bread w/butter Grape Juice	¼ canteloupe Banana bread
Sample Lunch or Dinner Menus	Chinese Broccoli and Beef Rice Apple slices Milk	Tuna Sandwich Carrot sticks Jello w/fruit Milk	Burrito Lettuce salad Peach slices Milk	Broiled Chicken Corn Bread Orange slices Milk	Chili con carne Corn Bread Applesauce Milk

NOTE: Don't forget to compare recipes for some of the food dishes with the regulations. For example, Tuesday's snack of Chinese Almond Pudding must also provide the bread equivalent.

Appendix D

SFP State Agencies/USDA Food and Nutrition Service Regional Offices (FNSRO)

NEW ENGLAND REGION:

CONNECTICUT

Ms. Ann R. Tolman, Director
Child Nutrition Programs
State Department of Education
P.O. Box 2219, Room G-2[illegible]
Hartford, Connecticut 0611[illegible]
(203) 566-3195

MAINE

Ms. M. Gertrude Griney, Director
School Nutrition Programs
Department of Education
State House
Augusta, Maine 04333
(207) 289-2371

MASSACHUSETTS

Mr. John C. Stalker, Director
Bureau of Nutrition Education and School Food Services
State Department of Education
182 Tremont Street — 10th Floor
Boston, Massachusetts 02111
(617) 727-5764

NEW HAMPSHIRE

Dr. Lloyd Littlefield, Director
Food and Nutrition Services
Division of Administration
State House Annex
Concord, New Hampshire 03301
(603) 271-2140

RHODE ISLAND

Mr. Robert Kaveny, Program Business Manager
Office of School Food Services
State Department of Education
Hayes Street
Providence, Rhode Island 02908
(401) 277-2711

VERMONT

Ms. Banba Foley, Chief
Child Nutrition Programs
State Department of Education
State Office Building
Montpelier, Vermont 05602
(802) 832-2447

FNSRO

Child Nutrition Program Director
Dr. Kathleen Martin
FNSRO/New England Region, USDA
34 Third Avenue
Burlington, Massachusetts 01803
(617) 223-0267

MIDDLE ATLANTIC REGION:

DELAWARE

Mr. Robert L. John
State Supervisor, School Food Services
Department of Public Instruction
John Townsend Building
Dover, Delaware 19901
(302) 678-4718

DISTRICT OF COLUMBIA

Mr. Joseph M. Stewart, Director
Department of Food Services
Public Schools of District of Columbia
3535 V Street, N.E.
Washington, D.C. 20018
(202) 576-6400

MARYLAND

Ms. Joan H. Weatherholtz, Coordinator
Food and Nutrition Section
Maryland State Dept. of Education
P.O. Box 8717
Friendship International Airport
Baltimore, Maryland 21240
(301) 796-8300 x 260 or 261

NEW JERSEY

Mr. Walter F. Colender, Director
Bureau of Child Nutrition Programs
State Department of Education
225 West State Street
Trenton, New Jersey 08625
(609) 292-8527

NEW YORK — FNSRO

PENNSYLVANIA
Mr. Warren Vann, Jr., Chief
Division of Food and Nutrition Services
State Department of Education
Box 911
Harrisburg, Pennsylvania 17126
(717) 787-1415

PUERTO RICO
Mr. Carlos Martinez Axviles, Director
School Lunch Division
Department of Education
URB Industrial, Tres Monjitas
P.O. Box 759
Hato Rey, Puerto Rico 00919
(809) 767-0144

VIRGIN ISLANDS
State School Food Services Director
Department of Education
P.O. Box 630
Charlotte Amilie
St. Thomas, Virgin Islands 00801
(809) 774-6861

VIRGINIA — FNSRO

WEST VIRGINIA
Ms. Faith Gravenmeir
State Director of School Lunch
State Department of Education
State Capitol Building
Charleston, West Virginia 25305
(304) 348-2708

FNSRO
Child Nutrition Program Director
Mr. R. T. Freiler
FNSRO/Middle Atlantic Region, USDA
One Vahlsing Center
Robbinsville, New Jersey 08691
(609) 342-0303

SOUTHEAST REGION:

ALABAMA
Mr. T. G. Smith, Coordinator
Food Services and Local Accounting
State Department of Education
410 State Office Building
Montgomery, Alabama 36104
(205) 832-3321

FLORIDA
Mr. George Hockenberry, Administrator
Food and Nutrition Services
State Department of Education
Tallahassee, Florida 32304
(904) 488-7647

GEORGIA — FNSRO

KENTUCKY
Mr. Redwood Taylor, Director
Division of School Food Services
State Department of Education
Capitol Plaza, 19th Floor
Frankfort, Kentucky 40601
(502) 564-4390

MISSISSIPPI
Mr. John H. Walker, Assistant Director
Administration and Finance
State Department of Education
Walter Sillers Office Building
P.O. Box 771
Jackson, Mississippi 39205
(601) 354-6916

NORTH CAROLINA
Mr. Ralph Eaton, State Director
School Food Services
State Department of Public Instruction
P.O. Box 12197
Raleigh, North Carolina 27605
(919) 733-7162

SOUTH CAROLINA — FNSRO

TENNESSEE-FNSRO

FNSRO:
Child Nutrition Program Director
Mr. Charles Kirby
FNSRO/Southeast Region, USDA
1100 Spring St., N.W.
Atlanta, Georgia 30309
(404) 257-4911

MIDWESTERN REGION:

ILLINOIS
Mr. Robert E. Ohlzen, Director
Food Services Section
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
(217) 782-2491

INDIANA
Mr. John J. Harter, Director
Division of School Lunch
State Department of Public Instruction
120 West Market St., 16th Floor
Indianapolis, Indiana 46204
(317) 633-6613

MICHIGAN
Mr. James L. Borough, Supervisor
Food and Nutrition Service Section
School Management Services
State Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-3247

MINNESOTA — FNSRO

OHIO — FNSRO

WISCONSIN
Mr. Edward Post, Administrator
Bureau of School Food Services
Department of Public Instruction
126 Langdon Street
Madison, Wisconsin 53703
(608) 266-3509

FNSRO
Child Nutrition Program Director
Mr. Robert Nelson
FNSRO/Midwestern Region, USDA
536 S. Clark Street
Chicago, Illinois 60605
(312) 353-6673

SOUTHWEST REGION:

ARKANSAS — FNSRO

LOUISIANA
Dr. Joseph A. Dazzio
State Director, Local School System Services
State Department of Education
P.O. Box 44064
Baton Rouge, Louisiana 70804
(504) 389-6050

NEW MEXICO
Mr. Harry Piser, Director
School Food Services
State Department of Education
Santa Fe, New Mexico 87503
(505) 827-2591

OKLAHOMA
Mr. Fred Jones, Director
School Lunch Section
State Department of Education
2500 N. Lincoln Blvd.
Oliver Hodge Memorial Office Bldg.
Oklahoma City, Oklahoma 73105
(405) 521-3327

TEXAS
Mr. E. Wayne Kuykendahl, Administrator
Commodity Division
State Department of Public Welfare
John Reagan Building
Austin, Texas 78701
(512) 475-3027

FNSRO
Child Nutrition Programs Director
Mr. Gene E. Good
FNSRO/West Central Region, USDA
1100 Commerce St., Room 5-C-30
Dallas, Texas 75242
(214) 749-2391

MOUNTAIN PLAINS REGION:

COLORADO
Mr. Dan Wisotzkey, Director
School Food Services
State Department of Education
318 State Office Building
201 E. Colfax
Denver, Colorado 80203
(303) 892-2217

IOWA — FNSRO

KANSAS

Ms. Rita Hamman, Director
School Food Services
State Department of Education
120 East 10th Street
Topeka, Kansas 66612
(913) 296-2276

MISSOURI — FNSRO

MONTANA — FNSRO

NEBRASKA — FNSRO

NORTH DAKOTA — FNSRO

SOUTH DAKOTA

Mr. Gary Rhead, Director
School Food Services
State Department of Education
Division of Elementary and Secondary Education
Pierre, South Dakota 57501
(605) 224-3413

UTAH

Mr. Cliff D. Snow, Administrator
Division of School Food Services
Utah State Board of Education
250 East 500 South
Salt Lake City, Utah 84111
(801) 533-5471

WYOMING

Mr. Robert M. Skyles
Assistant Superintendent of Administration Services
State Department of Education
Hathaway Building
Cheyenne, Wyoming 82002
(307) 777-7293

FNSRO

Child Nutrition Program Administrator
Mr. John Ghiorzi
FNSRO/Great Plains Region, USDA
1823 Stout Street
Denver, Colorado 80202
(303) 327-5071

WESTERN REGION:

ALASKA

Ms. E. Ruth Benigno
School Food Coordinator
State Department of Education
Alaska Office Bldg., Pouch F
juneau, Alaska 99801
(907) 465-2856

ARIZONA

Ms. Junetta Barret, Director
Food Service Division
Department of Education
1535 West Jefferson
Phoenix, Arizona 85007
(602) 271-3362

CALIFORNIA

Ms. L. Gene White, Director
Bureau of Food Services
State Department of Education
721 Capitol Mall
Sacramento, California 95814
(916) 445-0850

GUAM

Mr. Jose C. Crisostomo
Associate Superintendent Food Services
Department of Education
Government of Guam
P.O. Box DE
Agana, Guam 96910
477-9240

HAWAII — FNSRO

IDAHO

Mr. Cecil F. Olsen, Director
School Lunch Programs
State Department of Education
Len B. Jordon Office Building
Boise, Idaho 83707
(208) 384-2203

NEVADA

Ms. Eleanor Bateman
Supervisor of Food Services
State Department of Education
400 West King Street
Carson City, Nevada 89701
(702) 885-5700 x 210

OREGON — FNSRO

SAMOA AMERICA

Ms. Litea Tuaolo, Director
Food Service Programs
Department of Education
Pago Pago, Tutuila
American Samoa 96920
633-4963

TRUST TERRITORY OF THE PACIFIC

Mr. George Bussell
Food Services Officer
Department of Education
Trust Territory of the Pacific Islands
Saipan, Mariana Islands 96950

WASHINGTON — FNSRO

FNSRO

Child Nutrition Programs Director
Mr. Jack Bradley
FNSRO/Western Region, USDA
550 Kearney Street, Room 400
San Francisco, California 94108
(415) 556-4950

USDA

Mr. Henry Rodriguez, Director
Child Care and Summer Programs Division
U.S. Department of Agriculture
Food and Nutrition Service
Washington, D.C. 20250
(202) 447-8211
or
John Heslin, Director
Summer Programs
202-447-9072

Appendix E

Calculating Summer Feeding Eligibility from Census Tract Information

The Summer Food Program regulations define eligible program areas* as those in which at least 33⅓ percent of the children participating are eligible for free or reduced-price school lunches. To be eligible for reduced-price meals, children must be from families with incomes at or below 195 percent of the federal poverty level. The following are two step-by-step formulas (Formula A and Formula B) which will allow you to calculate site eligibility in your area by using census data.

Formula A is for use with census tract information, and employs data found in the *1970 Census of Population and Housing*. This material is available in published form for all Standard Metropolitan Statistical Areas (SMSA's) from the U.S. Census Bureau, and can be found in most public libraries.

Formula B is for use with census data for minor civil divisions. This material is not readily available in published form. Most states have purchased this data from the Census Bureau for their own use, and will make portions of the data available to community organizations which request it. The data necessary for the formula is contained in the *Fourth Count Summary Tape of the 1970 Census of Population and Housing — Towns and Cities by County*. The usual contact is the Economic or Business Research and Statistics Service in the state commerce or labor department.

*Don't forget that documentation of individual income is also permissible.
For a general explanation on how to utilize census data, we recommend that you purchase *Census Data for Community Action*, available from the Bureau of the Census, Washington, D.C. 20233, 50¢ per copy.

Formula A

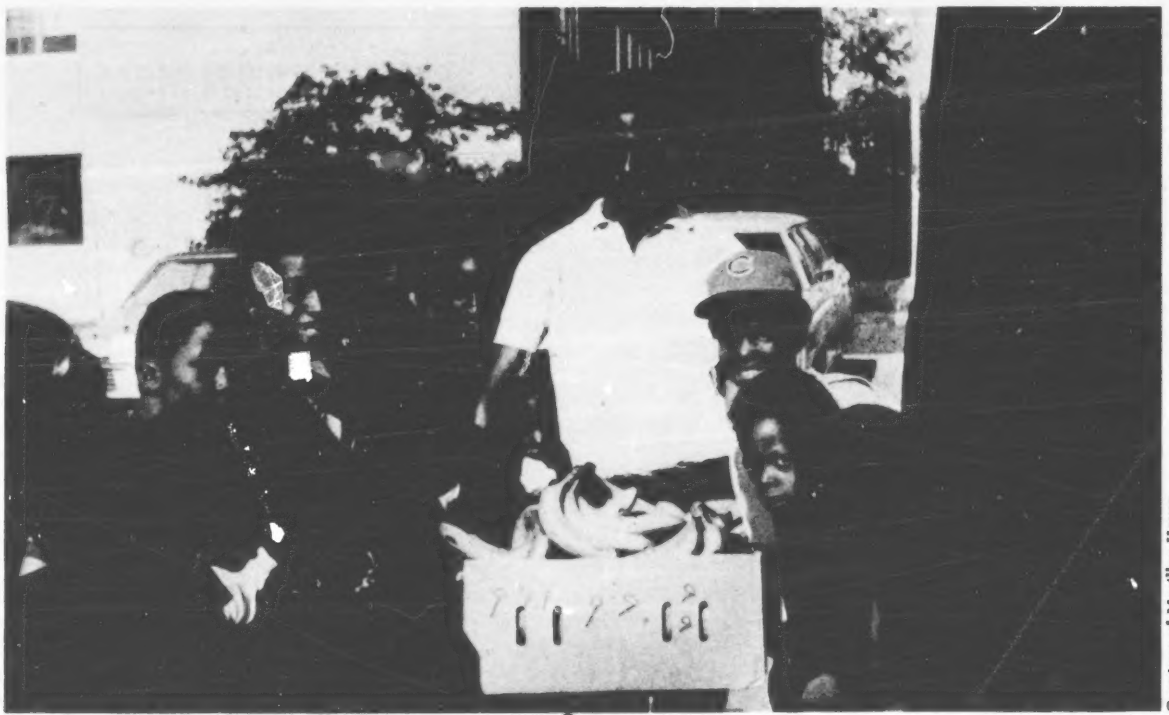
Determining Summer Feeding Eligibility with Census Tract Information

(1) Percentage of Families Within 195% of the Poverty Level.
Source: U.S. Bureau of Census, *1970 Census of Population and Housing*, Table P-4: Ratio of Family Income to Poverty Level.
Procedure: Multiply the percentage of families within the "1.50 - 1.99" range by .90 and sum results with the percentages in the lower ranges (i.e., 1.25 - 1.49, 1.00 - 1.24, .75 - .99, .50 - .74, 0 - .49).
Answer (1) _____

(2) Number of Families with Own Children Under 18.
Source: *1970* Census, Table P-1: Type of Family and Number of Own Children.
Procedure: Under totals for All Families, enter total for Number of Families with Own Children Under 18.
Answer (2) _____

(3) Number of Families with Own Children Under 18 with Incomes Below 195% of the Poverty Line.
Procedure: Multiply answer (2) by answer (1).
Answer (3) _____

(4) Mean Number of Children Under 18 per Family Below the Poverty Line.
Source: *1970 Census*, Table P-4: Income Below Poverty Level.



Courtesy of Marillac House

Procedure: Under Families . . . with Related Children Under 18 Years, enter total for Mean Number of Related Children Under 18 Years.

Answer (4) _____

(5) Number of Children with Family Income Below 195% of the Poverty Line.

Procedure: Multiply answer (4) by answer (3).

Answer (5) _____

(6) Total Number of Children Under 18 for Families with Own Children Under 18.

Source: *1970 Census*, Table P-1: Type of Family and Number of Own Children.

Procedure: Under All Families . . . With Own Children Under 18 Years, enter total for Number of Children.

Answer (6) _____

(7) Percentage of Children with Family Income below 195% of the Poverty Line.

Procedure: Divide answer (5) by answer (6).

Answer (7) _____

IF THE ANSWER TO (7) IS 33⅓ OR MORE, THE TRACT WOULD BE ELIGIBLE AS A SUMMER FEEDING AREA.

Formula B

Procedure for Determining Summer Feeding Eligibility With Census Data for Cities, Towns, and Villages

(1) Number of families with incomes below 195% of poverty level.

Source: Table 82, "Count of Families by Ratio of Family Income to Poverty Level."

Procedure: For any given area, multiply frequency in col. no. 82-06 by .90 and sum result with frequencies in col. numbers 82-01, 82-02, 82-03, 82-04, and 82-05.

Answer (1) _____

(2) Percentage of families with income below 195% of poverty level.

Procedure: Sum frequencies in columns 82-1 through 82-08 of table 82 and divide answer (1) by result.

Answer (2) _____

(3) Number of families with children under 18.

Source: Table 11, "Families by Family Type, by Presence of Family Members (other than Head or Wife) under 18 . . ."

Procedure: Sum frequencies in the fourth, fifth, sixth, seventh, and eighth and ninth columns of Table 11.

Answer (3) _____

(4) Number of Families With Children under 18 below 195% of poverty level.

Procedure: Multiply answer (3) by answer (2).

Answer (4) _____

(5) Mean number of children per family below poverty level.

(a) Percentage of families below poverty level.

Source: Table 82.

Procedure: Sum freguencies in columns 82-01, 82-02, and 82-03. Divide result by sum of frequencies in columns 82-01 through 82-08.

Answer (5a) _____

(b) Number of families with children under 18 below poverty level.

Procedure: Multiply answer (5a) by answer (3).

Answer (5b) _____

(c) Aggregate number of children under 18 in families below poverty level.

Source: Table 85, "Related Children Under 18 by Family Type, by Poverty Status, by Age."

Procedure: Sum frequencies in columns 85-03, 85-04, 85-07, 85-08.

Answer (5c) _____

(d) Mean number of children per family below poverty level.

Procedure: Divide answer (5c) by answer (5b).

Answer (5d) _____

(6) Aggregate number of children under 18 whose family income is below 195% of poverty level.

Procedure: Multiply answer (5d) by answer (4).

Answer (6) _____

(7) Aggregate number of children under 18 in families with members under 18.

Source: Table 9, "Count of Persons Under 18 Years by Household Relationship and Family Type."

Procedure: Sum frequencies in second, third, fourth, fifth, sixth, seventh, and eighth columns of Table 9.

Answer (7) _____

(8) Percentage of children eligible for free or reduced price lunches.

Procedures: Divide answer (6) by answer (7).

Answer (8) _____

If answer (8) is at or above 33.3%, the area meets the Summer Feeding eligibility criterion.

FRAC is indebted to Tel Putsavage and Rick Rosenfeld, of the Food Stamp Task Force, Community Action for Legal Services in New York, for permission to reprint this section.

The statistical assumptions for these formulas are available from FRAC.

Appendix F

SAMPLE FLYER

Feed Kids Free Meals This Summer!

Your organization can help to serve the community, provide kids with free meals, and create community jobs — all by operating a Summer Food Program in one or several low-income areas . . .

WHAT?

The Summer Food Program is a federal Program which provides cash for nutritious meals served to kids during the summer. Breakfast, lunch, supper or snacks may be served up to seven days each week.

WHO IS ELIGIBLE?

Community agencies, churches, recreation commissions, schools and camps are just a few examples of the types of organizations eligible to sponsor a Program. **Any** non-profit organization can be approved to serve meals at one or more locations in low-income areas. Children must be under 19 and can receive free meals by attending the meal site of an approved sponsor.

WHERE?

Meal sites can be playgrounds, parks, housing projects or anywhere meals can be distributed and kids can be supervised.

HOW?

The Program pays for itself. Every approved sponsor receives reimbursements based on the number of meals served PLUS money to administer the Program. An approved sponsor can receive $1.00 for every lunch and supper, and over 55¢ for every breakfast served.

If you are interested in operating a Summer Food Program and in feeding hungry kids —

CONTACT: (your name, SFP Committee, address, phone)

APPLY TO: (State agency, SFP Director, address, phone)

Appendix G

Sample Poster *

to find out WHERE ? call
COMMUNITY SERVICES 558-2951

Summer feeding program is a federal program
to provide nutrition to children during summer

*Courtesy of San Francisco Department of Social Services.

Appendix H

1978 SUMMER FOOD SERVICE PROGRAM FOR CHILDREN QUESTIONNAIRE

PART I

Instructions: Please fill in or respond briefly to the questions below:

1. What type of meal service did you use for your program?

   Food Management Company _____ (Name and Address)

   School Kitchen Facilities _____ (Location)

   Central Kitchen _____ (Location)

   On-site Preparation _____ (Location)

2. What meals did you incorporate in your program?

		COST	HOT?	COLD?
Breakfast	_____	____	____	____
Lunch	_____	____	____	____
Supper	_____	____	____	____
A.M. Snack	_____	____	____	____
P.M. Snack	_____	____	____	____

3. Please rank the meals offered by the Summer Food Service Program in order of profit to your program.

   Breakfast _____

   Lunch _____

   Supper _____

   A.M. Snack _____

   P.M. Snack _____

4. Briefly list any problems which your program encountered this summer, including food quantity, quality, variety, delivery, etc.

5. Briefly list the major areas in which you feel the State could improve its administration of the Summer Food Service Program.

6. Were you given sufficient and timely notice of problems that State Food and Nutrition Service personnel encountered at your sites or headquarters? (Please comment in Part IV)

   Yes _____ No _____

7. Did the State Child Nutrition Consultants aid in the planning, operation, or evaluation of your Summer Food Service Program?

   Yes _____ No _____

8. Were you aware that they are available at your request, year-round, to aid you in this program?

   Yes _____ No _____

PART II

Instructions: Please circle the numbers from 1 to 10 following each question below to indicate your reaction to the question. The lower end of the number series (1, 2, 3, etc.) represents a negative response to the question. The higher end of the higher series (8, 9, 10, etc.) represents a positive reaction to the question.

1. How helpful were the State Food and Nutrition Service personnel to your program? (If any problems were encountered, please comment in Part IV.)

   1 2 3 4 5 6 7 8 9 10

2. How effectively was the 1978 Summer Food Service Program administered by the State?

   1 2 3 4 5 6 7 8 9 10

3. How effective were the Sponsor Training Sessions held by the State to your program operation?

   1 2 3 4 5 6 7 8 9 10

4. How would you rate the quality of food service in your program?

   1 2 3 4 5 6 7 8 9 10

5. How would you rate the variety of food served in your program?

   1 2 3 4 5 6 7 8 9 10

6. If you contracted with a food management company, how would you rate their service to you? (Please discuss problems in Part IV.)

   1 2 3 4 5 6 7 8 9 10

7. What was the degree of food waste in the Summer Food Service Program (due to any combination of reasons which might have occurred).

   1 2 3 4 5 6 7 8 9 10

8. How would you rate the adequacy of handling and storage facilities at your sites?

   1 2 3 4 5 6 7 8 9 10

9. How would you rate the clarity of the Sponsor Handbooks you received from the State?

   1 2 3 4 5 6 7 8 9 10

PART III

Instructions: If you anticipate operating a Summer Food Program next year, answer the questions below to help the Committee plan for next summer.

1. How much time do you estimate you need to plan your program prior to the start of 1979 Summer Food Service Program?

   Number of Months _____

   Number of Weeks _____

   Number of Days _____

2. Would you be interested in attending a pre-Program Planning and Design Meeting or the Sponsor Training Sessions?

   Yes _____ No _____

3. How many sites do you anticipate sponsoring? _____

4. What is your projected Average Daily Attendance? _____

5. What types of meal service are you planning?

   Breakfast _____

   Lunch _____

   Supper _____

   A.M. Snack _____

   P.M. Snack _____

6. Do you intend to sponsor any residential summer camps?

   Yes _____ No _____

7. In what county will your program operate? _____

PART IV

Additional comments:

*Courtesy of California State Department of Education.

Appendix I

Areas of Monitoring

1. Federal
   a. Regulations; applicability to large-scale, inner city programs or small-scale rural programs
   b. Funding, payment and timetables
2. State Education Department
   a. Staffing, hiring policies
   b. Regulations, guidelines, policies
   c. Application and approval process for sponsors, vendors, sites
   d. Funding, payment
   e. Monitoring
   f. Equitable approach to sponsors, vendors, sites
   g. Outreach efforts
3. Sponsors
   a. Qualifications and criteria
   b. Background; legitimacy, tax exemption, role in community
   c. Staffing, number of jobs produced
   d. Ability of sponsor to operate scale of program
   e. Contracts, specifications and bid procedures used
   f. Sponsor-vendor relationships
4. Food Service Management Companies
   a. Qualifications and criteria
   b. Background and ability
   c. Location
   d. Hiring practices
   e. Compliance with equal opportunity and affirmative action
   f. Performance
   g. Registration List
5. Program function
   a. Quality of food — laboratory testing; on-site examination of food for cleanliness, proper temperature, wholesome appearance, taste, compliance with gross nutritional Type A requirements; appeal to children; compliance with menu and specifications
   b. Delivery, refrigeration, food handling — bulk packaging or unitized meals
   c. Problems on-site due to regulations — on or off-site consumption of food; adult feeding; number of meals per site
   d. Evaluation of new approaches to multi-meal feeding — sites serving various combinations of meals; feasibility in terms of equipment and type of site; innovation in use of equipment or delivery; replicability
   e. On site meal preparation — feasibility — space, equipment, staff needs; replicability.
6. Economic impact
   a. employment — where, who is hired, wage scales, training
   b. City and State economy — how affected, in what areas
   c. Minority and small business

FRAC IS INDEBTED TO THE COMMUNITY COUNCIL OF GREATER NEW YORK FOR PERMISSION TO REPRINT THIS SECTION FROM THEIR 1976 SFP MONITORING PROJECT PROPOSAL.

Appendix J

List of Resources

The Children's Foundation
1028 Connecticut Avenue, N.W.
Suite 1112
Washington, D.C. 20036
(202) 296-4450

Summer Feeding Bulletin — $3.00 per year (6 issues)

Community Nutrition Institute
1146 - 19th Street, N.W.
Washington, D.C. 20036
(202) 833-1730

CNI Weekly Report — Single: $25.00;
Multiple: $16.00 each

California Nutrition Action Committee
11275 San Pablo Avenue
El Cerrito, California 94530
(415) 237-6477

Children's Rights Group
693 Mission Street
San Francisco, California 94105
(415) 495-7283

National Child Nutrition Project
503 George Street
New Brunswick, New Jersey 08903
(201) 846-1161

Internal Revenue Service
National Office, Department of the Treasury
1111 Constitution Avenue, N.W.
Washington, D.C. 20224
(202) 783-8400

Senator
U.S. Senate
Washington, D.C. 20510

Congressperson
U.S. House of Representatives
Washington, D.C. 20515

Congressional Switchboard
(202) 224-3121

THE FOOD RESEARCH AND ACTION CENTER is a private, non-profit public interest law firm and advocacy center working with the poor and near-poor to end hunger and malnutrition in the United States. FRAC offers legal assistance, organizing aid, training, and information to poor people and their groups working to improve and expand the Federal food programs (food stamps, school lunch/breakfast, day-care and summer feeding, WIC, and nutrition programs for the elderly).

FRAC Publications

A. **FRAC's GUIDE TO THE CHILD CARE FOOD PROGRAM — $0.75.**

B. **FRAC's GUIDE TO THE FOOD STAMP PROGRAM . . . booklet explaining the program in question and answer form — $1.00.**

C. **WAITING FOR FOOD STAMPS (Or, What To Do Until the New Program Gets Here), a pamphlet for advocates to prepare for the implementation of the new Food Stamp Program — Free.**

D. **FRAC's GUIDE TO THE NATIONAL SCHOOL BREAKFAST AND SCHOOL LUNCH PROGRAM . . . pamphlet describing the program and outlining the methods of organizing a school breakfast campaign — $0.75.**

E. **FRAC's PROFILE OF THE FEDERAL FOOD PROGRAMS . . . A brief outline of the five major anti-hunger programs — Free.**

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